### TELEGRAMS

According to Forms Branch Std Form 14 Telegram form used by US Government is obsolete for use here.

Checked with Cable Sec re use of tlelegrams—
Said there are a few offices sending telegrams such as

Director -- called O/DCI said they are few and far between. When sent they would go out from office and are usually typed on plain tissue.

STATINTL STATINTL

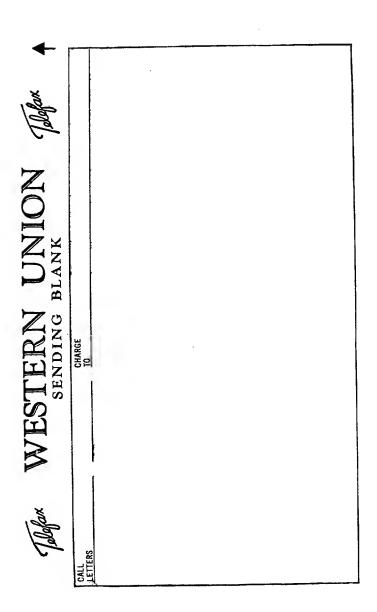
O/Personnel - checked with in Recruiting
She sends about 10-15 per month. Uses Western
Union's telefax form and sends wire direct over
their own machine.

STATINTL

OTR - checked with Oscar - none sent from there. The JCT Branch indicated that if they originated any it would be sent out thru TR/Pers Br. The Pers Br said they call by telephone rather than wire.

O/DDS - checked with Sally - in past 15 months none sent from that office.

Apparently not enough use made of telegrams to warrant a section in the Correspondence Handbook.



PLEASE TYPE OR WRITE PLAINLY WITHIN BORDER -- DO NOT FOLD Send the above message, subject to the terms on back hereof, which are hereby agreed to

# ALL MESSAGES TAKEN BY THIS COMPANY ARE SUBJECT TO THE FOLLOWING TERMS:

To guard against mistates or delays, the senter of a message should order it repeated, that is, telegraphed back to the originating office for comparison. For this one-half the three-states are the is carried in a delicion. The source whe indicated on its face, this is an unrepeated message and for as such, in consideration whereof it is agreed between the message and the Telegraph (Company as follows:

message rate by out the sum of the hable for mightee or chays in the transmission of all very, or for non-delivery, of any message revolved for transmission at the unrepeated rate in your the sum of the habitest coldinary for form that she of early in the transmission of delivery in the sum of the thousand deliver, unless specially valued, mor in any case for delays mixing from the very delivery control in the working of its little of its little of its little.

2. It any event the Telecraph Company shall not be liable for damages for mistakes or delays in the transmission or delivery, or for the non-delivery, of any message, whether the strain of the photograph chairs or chievals, they not the strain loss not exceeding in any event the sum of five photograph chairs, at which amount the sender of each message is whethy indees a greater value stated in writing by the sender there in the line the message is wondered for curn-mission, and the send the state in the same and the same message is worthered to be paid and an additional energy qual to one-tenth of one per cent of the amount by which such valuetons shall exceed five thousand dollars.

destination. The Telegraph Company is hereby made the agent of the sender, without liability, to forward this message over the lines of any other company when necessary to reach its

one of the Tutarantic restance to the Triescaph Company concepting researce until the same see second at a one of its transmitting officers and if a message is sent to such office by one of the Tutarantic company is a message to provide a message to refer to that instance acts as the agent of the Triescaph Company in accepting the message, the Telegraph Company assuming responsibility from the first of such acceptance. the established the community statistic of the destination point in the continental United States listed in the Telegraph Company's Directory of Statistics over its delivery withing the destination in the Celegraph Company's Directory of Statistics over its delivery within the states of the Celegraph Company August and the celegraph Company of Statistics of the Celegraph Company August and the Celegraph Company August and the Celegraph Company of Statistics of the Celegraph Company August and the Celegraph Company of Statistics of the Celegraph Company August and Celegraph Company of Statistics of Celegraph Company August and Celegraph Company of Celegraph Cele

after the firsters of the Present Company, will not be shade for damages of statutory penalties when the claim is not presented in writing to the Telegraph Company, (a) within rivery days transport of the message is the which research the claim of the

greenand, subject that in any action by the Telegraph Company to recover the tolds for any message or messages the prompt and correct transmission and delivery thereof shall be greenand, subject to reburtal by completent evidence, evidence, and the contract of the contr

all the foregoing terms. Soverning the transmission of messages according to their classes, as enumerated below, shall apply to messages in each of such respective classes in addition to

2. No employee of the Telegraph Company is authorized to vary the foregoing.

# CLASSES OF SERVICE

# DOMESTIC SERVICES

## TELEGRAM The fastest domestic service.

### DAY LETTER (DL)

A deferred same-day service, at low races,

Economical overnight service. Accepted up to 2 A, M, for delivery the following morning, at rates lower than the Telegram or Day Letter rates, NIGHT LETTER (NL)

### FULL RATE (FR)

INTERNATIONAL SERVICES

The fastest overseas service. May be written in code, cipher, or in any language em-gressed in Roman letters.

# For overnight plain language messages, at half-rate. Minimum charge for 22 words applica

LETTER TELEGRAM (LT)

For messages to and from ships at sea.